

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

September 9, 2005

M E M O R A N D U M

WHAT'S INSIDE:

- (CPS-2) Courtesy Request form and instructions and related CWM policy

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECTS: INTRODUCTION OF ([CPS-2](#)) COURTESY ASSIST FORM AND
INSTRUCTIONS

CHILD WELFARE MANUAL REVISIONS:
[SECTION 2, CHAPTER 4 ATTACHMENT C](#)

DISCUSSION:

The purpose of this memorandum is to introduce the ([CPS-2](#)) *Courtesy Assist* form and instructions and related revised policy.

Many times during the course of an investigation or a family assessment it becomes necessary to request courtesy interviews from other County/Circuit office or from another state CPS agency in order to complete a CA/N report or assure child safety. Courtesy requests may be made under the following circumstances:

- To make the required face-to-face contact with victims or other children in the household within mandated timeframes;
- To make face-to-face contact with an alleged perpetrator;
- To obtain face-to-face interviews from other significant individuals for the purpose of making a determination;
- To confirm the safety and well-being of children of families who have reportedly moved out of the state;
- To collect or obtain signed documents. (authorization for release or information; signed safety plans or Written Service Agreement...etc.)

The [CPS-2](#), was created to provide a more standardized way for local offices to request or provide assistance from each other or from other state child protective agencies in a more timely and efficient manner.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
Randy McDermit, PDS
573-751-8932
Randall.D.Mcdermit@dss.mo.gov

PROGRAM MANAGER:
Kathryn Sapp, Unit Manager
573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:
[Section 2, Chapter 4, Attachment C](#)

RELATED STATUTE:
[Chapter 210 RSMo](#)

ADMINISTRATIVE RULES:
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:
N/A

PROGRAM IMPROVEMENT PLAN (PIP):
N/A

SACWIS REQUIREMENTS:

Investigation and Family Assessment
http://dssweb/cs/priority_tracking/sacwis/status/20050316.xls

FMS/RDM